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21 November 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Report #47  
Assessment and Evaluation Staff  
14-20 November 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. Chief, A & E, and Chief, TEB, met with AF/OS and D/AF/OS on 14 November to discuss [redacted] management instruction. A & E Staff members will study all materials in current use and make such recommendations as are appropriate.

2. On 13 November, members of the staff met with representatives of Clerical Training, IS, and representatives of PAD/OP to discuss Agency typewriting and shorthand proficiency qualifications. Plans were agreed upon whereby current testing procedures will be studied during the next four weeks with a view to making standards realistic and, at the same time, providing more time for effective training.

B. Assessment Branch.

[redacted] attended a meeting of the Qualifications Review Panel on 15 November 1956.

25 YEAR RE-REVIEW

C. Research Branch.

Chief, RB, met with Messrs. [redacted] and the Registrar, OTR, for further discussion of the problem of training records and the Registrar's functions. It was again concluded that the present reporting requirements of the Office of Training do not warrant the use of machine methods. It was agreed that the A & E Staff will soon begin receiving the evaluation material in the Registrar's current files and will maintain files of future training evaluations.

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III. PERSONNEL NOTES.

- 25X1 a. In the absence of Chief, A & E, who has left on a trip  
[redacted] will act as Deputy Chief.
- 25X1 b. [redacted] reported for duty as a statistical  
clerk with the Research Branch on 14 November.
- 25X1 c. [redacted] reported for duty with the Testing  
Services Branch on 20 November.

25X1

*for* [redacted]  
Chief, Assessment and Evaluation Staff

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